

EMERGENCY MANAGEMENT INSTITUTE

NATIONAL EMERGENCY TRAINING CENTER • EMMITSBURG, MD 21727



FEMA

Course: *E0235 – New State, Tribal, and Territorial Training Officer/State, Tribal, and Territorial Exercise Officer Orientation Course*

Dates: April 28, 2014

Travel Dates:

Travel days are April 27 and May 2, 2014*.

Travel and Per Diem for Federal staff is the responsibility of the participant's office, directorate, or region.

Course Length:

This course is 1 day in length. Travel days are Monday and Friday. ***This course is offered in conjunction with the 2014 National Preparedness Directorate National Training and Exercise Symposium.**

Course Description:

The goal of this course is to prepare new State, Tribal, and Territorial Training and Exercise Officers to successfully implement capabilities-based training and exercise programs in their communities. The course consists of short topical lessons followed by group activities and facilitated discussions with experienced mentors.

Course Objectives:

1. Participants will be able to identify strategies for successfully implement capabilities-based training and exercise programs;
2. Participants will be able to discuss the similarities and differences between the roles and responsibilities of the training officer (TO) and the administrative agency (SAA) training point-of-contact (TPOC);
3. Participants will be able to define the roles and responsibilities of the exercise officer; and
4. Participants will be able to identify strategies for successfully implementing exercise programs.

Target Audience:

Participation is limited to state, tribal, and territorial training and exercise officers (applicants must **currently** hold the position of training or exercise officer.)

Selection Criteria:

- Newly appointed state, tribal, and territorial training officers and state, tribal, and territorial exercise officers having less than three years in their current position (individuals must also be attending the 2014 National Preparedness Directorate National Training and Exercise Symposium.)
- Pre-screened Regional Training Managers (RTM) and Regional Exercise Officers (REO) and veteran TO and EO with more than five years' experience in their current position to serve as peer mentors in the class. (No more than 3:1 ratio of students to mentor)

Location:

Emergency Management Institute
National Emergency Training Center (NETC)
Emmitsburg, Maryland

To Apply:

Complete a FEMA Form 119-25-1, General Admissions Application, with student signature and signature of supervisor or sponsoring agency official. Submit the application through the State Emergency Management Training office which will mail, scan, or fax it to: NETC Admissions Office (Room I-216)

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National Emergency Training Center
16825 South Seton Avenue
Emmitsburg, MD 21727-8998
Phone: (301) 447-1035 Fax: (301) 447-1658
Email: netcadmissions@fema.dhs.gov

FEMA Regional employees should submit their application to their Regional Training Manager (RTM). Tribal representatives can submit their application directly to NETC Admissions Office.

Scan the QR Code, or click the link to get information on how to apply for EMI courses:



<http://training.fema.gov/Apply/>

Note to Regional Training Managers (RTMs), Regional Program Managers (RPMs) and STOs: The FEMA Form 119-25-1 must be received by NETC Admissions – **no later than March 14, 2014.**

Application Review:

In order to be evaluated for admission into this course, block #16 on the application form must be completed. Please refer to the student selection criteria listed below and indicate how you meet the requirements based upon your position and experience.

Upon acceptance into the course, NETC Admissions will mail out an Acceptance Letter/Welcome Package outlining travel information, NETC shuttle services, lodging and other logistics. Scan the QR Code, or click the link for a PDF copy of the NETC Welcome Package online:



http://training.fema.gov/EMIWeb/downloads/NETC_Welcome_Package.pdf

Lodging is provided for course participants on the NETC campus. Participants staying overnight on campus are required to purchase a meal ticket for the duration of the training activity. Notify the NETC Transportation Office at least 2 weeks prior to the course date to reserve a seat. Call (301) 447-1048, ext. 1113, or email FEMA-netc-housing@fema.dhs.gov.

Notice to Applicants for EMI courses:

Individuals applying for EMI classes will be required to register using the FEMA Student Identification (SID) number. This number will be used in place of the Social Security Number (SSN) on your application form.

The SSN is no longer required.

How do I obtain my FEMA SID number?

- Step 1: To register, go to <https://cdp.dhs.gov/femasid>
Step 2: Click on the “Need a FEMA SID” button on the right side of the screen.
Step 3: Follow the instructions and provide the necessary information to create your account.
Step 4: You will receive an email with your SID number. You should save this number in a secure location.

What do I do with this new SID number I have been assigned?

The SID number is used in place of the SSN on your General Admissions Application (FEMA Form 119-25-1).

EMI Point of Contact:

For additional information contact the course manager, Dan Lubman, at (301) 447-1364, or by email at daniel.lubman@fema.dhs.gov.

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